

ANNUAL EVALUATION AND REVIEW OF THE THESIS PHD IN DEMOGRAPHY

Course 2022-2023

Monitoring takes place after admission and registration for the doctorate, once a year, and consists of the presentation by the doctoral student of progress made up to the time of the meeting of the monitoring committee. Passing this test is a condition for registering for the following year.

The Academic Committee for the Doctorate must approve and publish before 20 December each academic year the composition of the Monitoring Committees, the timetable and dates and the procedure for the monitoring (oral presentation of progress in public session and previous submission of additional documentation).

1. COMPOSITION OF MONITORING COMMITTEE

The composition of the monitoring committee for Doctorate Studies in Demography will be different for each doctorate student and will consist of a member of the Academic Committee for the doctorate programme, the supervisor of the thesis and a specialist lecturer or researcher in the doctorate student's field.

Each doctorate student will be sent an email in the second half of January 2021 informing them of the composition of their monitoring committee.

2. TIMETABLE OF MONITORING COMMITTEES

The monitoring committees will meet on:

- 12, 13, 14, 15 and 16 June 2023 (1st sitting)
- 12, 13, 14 and 15 September 2023 (2nd sitting)

The doctorate programme will contact each student to set the exact date and time of the meeting of each monitoring committee.

3. SUBMISSION OF YEARLY MONITORING REPORTS TO THE MONITORING COMMITTEES

3.1. Yearly monitoring report of the supervisor of the doctoral thesis

The supervisor of the thesis must present a report (maximum 500 words) containing:

- a) A general assessment of the progress of the doctorate student from the commencement of doctorate studies or over the last academic year.
- b) An assessment of the student continuing in the programme.

3.2. Student's yearly monitoring report

The student must present to the members of the monitoring committee an oral academic report (maximum 15-20 minutes) approved by the supervisor and the tutor.

Documents to be presented:

I) Yearly monitoring card (model available on the website of the CED:

<http://ced.uab.es/doctorat/doctorat-en-demografia/>)

II) Doctoral thesis research plan (only doctoral students in 1st monitoring)

III) Document on activities carried out in 2020-21 academic year (model available on the website of the CED: <http://ced.uab.es/doctorat/doctorat-en-demografia/>)

IV) Presentation to members of the monitoring committee (.ppt format).

V) Current curriculum vitae (free format)

VI) Report by supervisor of doctoral thesis (model available on the website of the CED: <http://ced.uab.es/doctorat/doctorat-en-demografia/>)

4. DATE OF SUBMISSION OF DOCUMENTATION

The student must submit his/her documentation and the supervisor's report by **6 June 2023** (1st sitting) and **5 September 2023** (2nd sitting) at the latest:

- In digital format, in quadruplicate, to each of the members of the monitoring committee and to the head of Teaching and Training Programmes of the CED.

5. ASSESSMENT IN THE MONITORING TEST

After each meeting the members of the monitoring committee will draw up and sign the record of assessment and joint monitoring report.

The members of the committee may report:

- **favourably** (the doctorate student has passed the test and may register for the following academic course)

- **favourably with observations** (the doctorate student passes the monitoring but must carry out the observations for improvement proposed by the members of the monitoring committee.)

- **unfavourably** (the doctorate student has the opportunity for a second sitting. You must register for the following year and be assessed within 6 months.)

The records of assessment of the monitoring of each doctorate student will be filed together with the documentation by the doctorate programme. A list will then be prepared for each year of monitoring of the doctorate students subjected to monitoring tests and the results obtained *, which will be approved by the CAP and signed by the programme co-ordinator. This list will be sent to the Doctorate School before 30 September each year.

*In the event that there is a negative evaluation in the test called, the Academic Committee of the Doctoral Program will summon the affected doctoral student within the period set by the regulations.

6. NON-PRESENTIAL MONITORING

The academic regulations governing doctorate studies contained in RD99/2011, article 351. Assessment of doctorate students, point 2) provide as follows:

This yearly assessment must also include oral and presential presentation by the doctorate student of the state of the work carried out. In exceptional cases the academic committee of the doctorate programme may, having obtained a report by the supervisor and the tutor, grant permission to replace presential presentation with another format.